

# **NARRATIVE REPORT FORMAT**

## **ONE-TIME START-UP COST GRANTS**

The submission of an annual Narrative Report is required and must be submitted each of the five years of this award along with evidence of the necessary organizational/institutional financial support to sustain the research.

**All Narrative Reports are due at the New Jersey Commission on Spinal Cord Research office by February 15 each year.**

An original and 15 copies must be submitted and sent to the **New Jersey Commission on Spinal Cord Research, P.O. Box 360, Trenton, New Jersey 08625**. If you have questions related to the Narrative Report, please contact the NJCSCR office at 609-292-4055, or e-mail at [NJCSCR@doh.state.nj.us](mailto:NJCSCR@doh.state.nj.us).

Please utilize the guidelines below in the preparation of your Narrative Report:

### **COVER PAGE**

The following information should be included on the cover page of the report:

1. Principal Investigator Name, Address, Telephone Number
2. Name of Organization/Institution
3. Grant Title
4. Grant Number
5. Grant Period Covered by the Report
6. Date of Submission of the Report

### **BODY OF REPORT**

The report should cover the following information in 2 - 5 pages, in addition to photographs, figures, charts, etc.

1. Detail progress made on new construction or refurbishment and equipment purchases.
2. If this is a new laboratory, assess its integration into the larger research environment including collaborations underway or planned.
3. If this is a clinically oriented laboratory, assess its relationship to the basic sciences of the organization/institution.

With respect to the proposal:

1. Detail progress toward meeting the research goals and objectives of the laboratory as stated in the grant application.
2. List, and include copies of, any publications emerging from this research, including those in preparation.
3. List any new funding received during the current grant year.

### **PUBLICATIONS AND PRESENTATIONS**

All papers, presentations, chapters, and abstracts should mention that the research was supported by a grant from the New Jersey Commission on Spinal Cord Research. Copies must be sent to the NJCSCR office, even if you inadvertently forgotten to cite NJCSCR support.